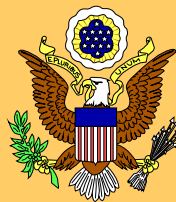


Tri-Mission France Foreign National Student Intern Program Announcement



U.S. Missions to France, OECD, & UNESCO

Open to: All non-U.S. Citizen Students
Resident in France

Date: August 25, 2015

Internship U.S. UNESCO, Paris
Two Internship Positions

Deadline
to apply: Until filled

Internship Description

The U.S. Mission to the United Nations Educational, Scientific and Cultural Organization (UNESCO) seeks two qualified interns to work on the full range of issues before this 195-member strong Organization. While the precise portfolio of each intern will be determined based on the intern's background and expertise, representative portfolios at the U.S. Mission to UNESCO include both substantive and administrative work concentrated on: protection of international human rights, journalist safety, countering violent extremism and cultural destruction, environmental sustainability, promoting education for women and girls, UN reform and governance issues, American citizenship employment, and development of public-private partnerships, among other areas.

Eligibility Requirements:

- Must be at least **18 years** of age.
- Must possess a **baccalaureate diploma** or a **high school diploma** or have completed an equivalent secondary school program.
- Must be currently enrolled in a post baccalaureate program in good academic standing and able to provide a certified transcript to verify academic standing.
- Must complete a "Convention de stage" signed by the current academic institution. The Convention de stage must include school medical insurance.
- Must demonstrate the potential to accomplish the type of work to be performed.
- Must meet the requirements of the advertised internship opportunity.
- Must be able to receive a security certification.
- Must be able to receive a medical clearance through the Embassy's Occupational Doctor.

Hours: 35 hours a week, 7 hours daily Monday through Friday.

Internship period: To be defined

Duration of this internship: 2 months maximum (8 weeks)

(Please specify your preferred time frame in your Statement of Interest)

Description of Duties and Responsibilities:

Under the direct supervision of a Locally Employed Staff (LES) member, and under the general supervision of the Deputy Chief of Mission, the intern will:

- assist the Mission staff in its efforts to advance U.S. foreign policy goals at the United Nations Educational, Scientific and Cultural Organization;
- support other efforts (e.g., major conferences and meetings, an emerging crisis) and/or backstop other officers and staff in their substantive and administrative portfolios;
- participate in the organization of cultural and educational outreach events, from early planning up to and through attending the actual event, providing support as needed;
- conduct general research (biographies, events, etc.); and
- perform translations from French to English (both orally and written as needed.)

In executing his or her functions, and under the guidance of Mission leadership, the intern may also attend formal and informal meetings hosted by the Mission and/or UNESCO, as well as UNESCO's Member States and its regional subgroupings. Excellent English is required. A background in multilateral organizations and/or French language skills is assets, but the intern applicant's overall strengths will also be considered.

Required Skills/Qualifications: (These may be tested)

- **Education:**
 - * University student pursuing a bachelor degree in International Relations / Communication/Social Sciences/Politics
- **Language Proficiency:**
 - * English (Writing-Reading-Speaking): Excellent Level.
 - * French (Writing-Reading-Speaking) Native speaker.
- **Other Skills:**
 - * Must be able to use the Internet to conduct information searches.
 - * Must be able to create documents using Microsoft Word.
 - * Must be able to create spreadsheets using Microsoft Excel.
 - * Must have strong communication and interpersonal skills.
 - * Must have initiative and be able to work autonomously.
 - * Must be well organized and flexible.
 - * Social media knowledge is a plus.

Application Filing Procedures:

To be considered, intern applicants are asked to submit the four following documents:

- A Curriculum Vitae in English
- A Statement of Interest in English to include your objectives and motivation for seeking this internship opportunity and how your academic coursework and other experiences relate to the internship opportunity you are applying for.
- Official enrollment from your educational institution, such as a copy of your student card.
- A copy of your ID card.

Submit application at least a month prior to your internship period to:
ParisRecruitment@state.gov

(Please add "Internship U.S. UNESCO" to the subject line of your e-mail)

The U.S. Mission in France provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, disability, age, political affiliation, marital status, or sexual orientation.